



National Rural Support Programme

National Rural Support Programme

Registered Office: UBL Building, 7th Floor, Jinnah Avenue, Blue Area, Islamabad.

Tel# 051-2822319

Programme Support Unit: IRM Complex, 7, Sunrise Avenue, Park Road, Chak Shehzad,
Near COMSATS University, Islamabad. Ph:051-8746170-3

Tender# NPGP/Sindh/TVST Kits/RQ-1951

Date: 25th Dec, 2024

Tender Documents
For the procurement of Different Technical and
Vocational Kits
Under
National Poverty Graduation Project, Sindh.

(Newspaper Advertisement)

NRSP National Rural Support Programme				TENDER NOTICE			
<p>National Rural Support Programme (NRSP) invites sealed tenders for supply of different technical and vocational skills kits from manufacturers/suppliers having previous experience of supply of such kits with valid & active NTN & GST. Delivery of kits is required in district Thatta, Sujawal & Badin of Sindh. The details with approximate quantities are given below:</p>							
Lot No.	Description	UOM	Qty	Lot No.	Description	UOM	Qty
1	Beautician	Kit	125	3	Motorbike Repairing	Kit	50
2	Hand Embroidery	Kit	152	4	Tailoring/Dress Designing	Kit	478
<p>Detailed specifications and terms & conditions are available in the tender documents that can be downloaded free of cost from NRSP website https://nrsp.org.pk/tenders/. The deadline for submission of bids is January 07, 2025 till 3:00pm at the below given address. NRSP reserve the right to accept or reject any/all bids without reason thereof or funding constrains.</p>							
<p>NRSP- Procurement Section, 7 Sunrise Avenue, Park Road, Chak Shehzad, Near COMSATS University, Islamabad. Ph:051-8746170-3, procurement@nrsp.org.pk</p>							

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Schedule		
1.	Date of commencement of Tender Document (available on NRSP website)	December 25, 2024
2.	Last date ,time and address for receipt of Tender Document	January 07, 2025 till 3:00pm NRSP Procurement Section, IRM Complex, #7 Sunrise Avenue, Park Road, Chak Shehzad, Near COMSATS University, Islamabad. Tel# 051-8746170-3
3.	Date and Time of Technical bids Opening	January 07, 2025 at 3:30pm
4.	Place of opening of Tenders	Procurement Committee, IRM Complex, #7 Sunrise Avenue, Park Road, Chak Shehzad, Near COMSATS University, Islamabad. Tel# 051-8746170-3
5.	Address for communication	As Above
6.	Contact to Bidders	Interested bidders can contact for any queries to procurement@nrsp.org.pk containing following information, Name of Company, Contact person, Mailing address, Telephone No. or email address or mobile No. Etc.

Note: Bids will be opened in presence of the bidders' representative who chooses/authorized to attend.

1. Introduction

Established in 1991, NRSP is the largest Rural Support Programme in the country in terms of outreach, staff and development activities. It is a not for profit organization registered under Section 42 of Companies Ordinance 1984.

NRSP's mandate is to alleviate poverty by harnessing people's potential and undertake development activities in Pakistan. It has a presence in 56 Districts in all the four Provinces including Azad Jammu and Kashmir through Regional Offices and Field Offices. NRSP is currently working with more than half a million poor households organized into a network of more than 115,076 Community Organizations. With sustained incremental growth, it is emerging as Pakistan's leading engine for poverty reduction and rural development.

2. Background

NRSP is implementing the project titled as "National Poverty Graduation Project, Sindh". The project mainly focusses on graduating the BISP beneficiaries in district Thatta, Sujawal & Badin of Sindh.

3. Procurement details.

Below is the detail of kits required.

Lot No.	Description	UOM	Qty
1	Beautician	Kit	125
2	Hand Embroidery	Kit	152
3	Motorbike Repairing	Kit	50
4	Tailoring/Dress Designing	Kit	478

Further details, specifications and other information provided in **Annex "A 1 to A4"**

4. Submission of Bid

- Technical and financial bids must be submitted in the separate envelopes clearly mentioned as "Technical Bid" and "Financial Bid". Both the technical and financial bids should be further packed in one outer envelope with details of tender and name of bidder.**
- Prices should be inclusive of all applicable taxes and transportation must be mentioned clearly.
- Rates of each item of all the kits to be mention as per format of financial bid form.
- Quoted Prices shall include all the applicable taxes (WHT & GST) packing, transportation, loading/unloading, transit insurance etc till the destination which **are different locations district Thatta, Sujawal & Badin of Sindh**. Details provided in delivery schedule attached as **Annex "B"**.
- The bidder may bid for one Lot or more than one Lots.
- The Bidders should take care in submitting the bid and ensure that enclosed papers are not found loose and should be **properly numbered** and submitted in a file or binder in proper manner so that the papers do not bulge out and tear during scrutiny.
- Last Date of Submission is January 07, 2025 till 3:00 pm local time.**
- The bids to this tender must be submitted in original hard copy not later than **January 07, 2025 till 3:00pm local time** to the point of contact given above. Electronic proposals will not be entertained.
- Any proposals delivered (by hand or by courier) after due date and time will be considered as non-responsive and disqualified from further consideration.
- The Bids should be marked/addressed as:

(Tender# NPGP/Sindh/TVST Kits/RQ-1951– Different TVST Kits)

NRSP Procurement Section,

IRM Complex, #7 Sunrise Avenue, Park Road, Chak Shehzad,

Near COMSATS University, Islamabad. Tel# 051-8746170-3

- k) Offer your best prices as there will be **NO price negotiation** after opening of the bids.
- l) The purchaser reserves the right for conducting pre-shipment inspection by its own personnel or reputed third parties. The selected bidder has to offer the items for inspection in such a manner that it does not affect the delivery schedule.
- m) The offered rates should remain till **May 2025** from the closing date of the Commercial/financial Bid. Any offer falling short of the validity period is liable for rejection. If a bidder extends bid validity period, then will also extend the bid security period.
- n) Selected bidder must undertake to provide the purchaser, the consignment note number(s) by which the item ordered had been dispatched from their site, so as to have online / web access to the tracking system of physical movement of the consignments sent through courier.
- o) The bidder may withdraw its offer after its submission, provided that written notice of withdrawal is received by the purchaser prior to the closing date and time prescribed for submission of tender documents. No offer can be withdrawn by the bidder subsequent to the closing date and time for submission of offers.

5. Eligibility of the Bidder

Below is the eligibility criteria: -

- a) Bidder must have valid and active NTN and GST registration.
- b) Bidder must be on the active tax payer list of FBR on the date of submission of bids which is January 07, 2025.
- c) Bidder must have previous experience of supply of such kits.
- d) Have not been blacklisted by any Private / Government (federal or provincial) / Semi- government or by any other authority. (Refer to attach undertaking as **Annex "C"**)

6. Deliverables

Different Kits as per details given section 3 and Annexes.

7. Terms of Bid

a) Bid Security

Separate bid security should be submitted for each lot and to be attached with the financial bids. All bidders shall furnish Security Deposit equivalent to **2% of the Cost of each lot** in the form of Call deposit/Pay Order/Demand Draft in favor of NRSP. NTN of NRSP is 0656952-8 which may be required to for preparing Call deposit/Pay Order/Demand Draft in favor of NRSP. The Cheque will not be accepted in any case. After selection of successful bidder, NRSP will return/release the bid security to the unsuccessful bidders. Bid security of successful bidder will be hold till the completion of delivery and may be adjusted in the performance security.

b) Performance Security

Performance Security is 5% of the total contract value which need to submitted within 10 days of issuance or letter of award. The Performance Guarantee will be forfeited if the Successful Bidder fail to deliver the ordered kits or substandard items not as per approved samples.

The Bid Security of Successful Bidder(s) may be converted as part of the Performance Guarantee for successful execution of the work.

Performance security will be returned/released after the completion of successful delivery of ordered Kit(s).

8. Warranties

The Bidder shall confirm that the material used by the bidder is new and as per specification given in the Tender Document and/or in PO/Contract. The bidder shall further warrant that all work under this contract shall have no defect arising from design, materials or workmanship or from any act or omission of the bidder.

Any item of any kit if received in damaged/broken condition, bidder will be responsible to replace it within 7 days at his own cost.

9. Submission of Bid and required Documents

- i. The Bid should comply with the specification of required different kits as specified in section 3. The offer should be complete in all respects and contain all information asked for, with prices. The Bid must be organized neatly and securely in the following manner.

Technical Bid

- ii. Covering letter (on bidder letterhead) **Annex "D"**
- iii. Copy of NTN and GST Certificate
- iv. Proof of Filer status on active tax payer list of FBR online portal.
- v. Proof previous experience of supply of kits in the shape of Completion Certificate or Purchase Order with contact information of client for verification. Generic or ambiguous experience would not be considered.
- vi. Technical Bid Form (one for complete tender) as provided in **Annex "E"**
- vii. Declaration of eligibility as per **Annex "C"** (on Rs.100/- Stamp paper)

Financial Bid

- viii. Financial Bid Forms (separate for each lot) form duly filled, signed and stamped by the Bidder. **Annex "F1 to F4"**
 - ix. Bid Security of amount mentioned in section 7 of the Tender Document.
 - x. Others, if any.
- a) **If the Bid is NOT submitted in the prescribed formats or any of the item in the as mentioned above, the Bid is liable for outright rejection. All the required documents must be attached/provided.**
 - b) Once the bid is submitted in sealed cover by the bidder, the purchaser will not accept any addition / alterations / deletions of the Bid. However, the purchaser reserves the right to seek clarification or call for supporting documents from any of the bidders, for which the concerned bidder will need to submit the documentary evidence(s) as required by the purchaser.
 - c) Any Bid, submitted with incorrect information will be liable for rejection. Further, if any bidder is found to have submitted incorrect information at any time, he may be debarred from participation in the future tendering processes.

10. Evaluation/Award Criteria for Bid

- a) The main evaluation and award criteria would be desired quality of the items in each kit as per given specification and price. Lowest price would **NOT** be shortlisting/award criteria.
- b) The bidder must provide verifiable documentary proof against all the eligibility requirement along with the Technical Bid and no document will be received or considered after opening of the Bids.
- c) First, second and third responsive financial Lowest Evaluated Bidder(s) (Lot wise) would be required to submit the sample within **3 working days** once informed them by email. In case bidder fails to submit the sample his bid will be rejected and his bid security will be forfeited.
- d) NRSP reserve the right to call the sample from next lowest evaluated bidders if the sample of first, second and third lowest evaluated bidder are not as per desired quality/requirement and/or rejected due to inferior quality or for any other reason.
- e) The Tender will be awarded to the Lowest Evaluated Bidder(s) (Lot wise) who has been declared qualified and his sample is approved.
- f) Purchaser have the right to split the order between two or more bidders for one or more lots.
- g) The Purchaser will scrutinize the offers to determine whether it is complete, whether errors have been made in the offer, whether required technical documentation has been furnished and whether the documents have been properly signed. Offers with incorrect information or not supported by documentary evidence, wherever called for, would be summarily rejected. However, the purchaser, at its sole discretion, may waive any minor non-conformity or any minor irregularity in an offer. The Purchaser reserves the right for such waivers and this shall be binding on all bidders.
- h) For proper scrutiny, evaluation and comparison of offers, the purchaser may, at its discretion, ask some or all bidders for clarification of their offer. The request for such clarifications and the response will necessarily be in writing.

11. Fees and payment Schedule

- a) Payment will be made after the complete and satisfactory delivery/acceptance of the different kits to the designated delivery site/destinations within 2-3 weeks through cross cheque in the name of bidder's firm.
- b) Partial Delivery and partial payment is allowed.
- c) Applicable taxes will be deducted from all the invoices as per prescribed law of Govt. of Pakistan. NRSP would withhold WHT and GST as per current laws. Tax challans will be provided within 4-6 weeks of the payment.

12. Paying Authority

The payments as per the Payment Schedule covered herein above shall be paid by NRSP.

Following Documents are to be submitted for Payment:

- a) Bill
- b) GST Invoice
- c) Duly acknowledged Delivery Challan from the NRSP/project representative.

13. Delivery Schedule

- a) The Selected Bidder must undertake to deliver the different kits ordered, to location/office as mentioned in **Annex "B"** within 2-3 weeks from the date of the Purchase Order. **Delivery would be required on different times starting from first week of Feb, 2025 till May, 2025 as and when required after the completion of trainings. PO would be issued for different kits as and when required basis.**
- b) The different kits will be delivered as the quantity is mentioned in section 3. The purchaser reserves right to increase or decrease the requirement or repeat order by 25%.

14. Penalty for Late Delivery

In case of delay in the supply of material against the terms indicated in the purchase order, the Bidder will have to pay a fine of 0.5 % (Half) percent of the balance quantity for each day of delay. If shipment/item is delayed for more than 10 days the Purchaser has the right to unilaterally cancel the contract and performance security of bidder would be forfeited.

15. Penalty On Liquidated Damages for delayed supply

In case the delivery is delayed beyond the stipulated date of delivery, 'Liquidated damage for late delivery @ one half of one percent (0.5%) of the order value for each day of delay or part thereof would be imposed, subject to maximum of 10% if the delay is for 10 days or more. The penalty for late delivery will be deducted from the bill amount.

16. Bid Currency

All prices shall be expressed in Pakistani Rupees only.

17. Cost of Bidding

The bidder shall bear all the costs associated with the preparation and submission of bids & samples and NRSP will in no case be responsible or liable for these costs regardless of the conduct or outcome of the bidding process.

18. Bidding Document

The bidder is expected to examine all instructions, forms, Terms and Conditions and specifications in the Bidding Document. Submission of a bid not responsive to the Bidding Document in every respect will be at the bidder's risk and may result in the rejection of its bid without any further reference to the bidder.

19. Deadline for Submission of Bids

Bids must be received by the Purchaser at the address specified in the Bid Document not later than the specified date and time as specified in the Bid Document. In the event of the specified date of submission of bids being declared a holiday for the Purchaser, the bids will be received up to the appointed time on next working day.

The Purchaser may, at its discretion, extend this deadline for submission of bids by amending the bid documents.

20. Confidentiality Statement

All data and information received from NRSP for the purpose of this assignment is to be treated confidentially and is to be used ONLY in connection with the execution of these Terms of Reference. All intellectual property rights arising from the execution of these Terms of Reference are assigned to NRSP. The contents of written materials obtained and used in this assignment may not be disclosed to any third parties without the expressed advance written authorization of NRSP.

NRSP may then disclose the draft, final report and/or any related information to any person and for any purpose they may deem appropriate.

21. General Terms & Conditions

- a) The Purchaser **does not bind** itself to accept the lowest or any bid and reserves the right to reject any or all bids at any point of time prior to the issuance of purchase order without assigning any reasons whatsoever.
- b) NRSP have the right to split the order in two or more bidders depending upon the rates/kits being shortlisted.
- c) NRSP reserve the right to remove any line item or increase/decrease qty of any line item from any kit.
- d) Complete kit would be awarded, individual items of any kit would not be awarded.
- e) The **NRSP** reserves the right to resort to **re-tendering without providing any reason whatsoever**. The **NRSP** shall not incur any liability on account of such rejection.
- f) The **NRSP** reserves the right to **modify** any terms, conditions or specifications for submission of offer and to obtain revised Bids from the bidders due to such changes, if any.
- g) **Canvassing** of any kind will be a disqualification and the **NRSP** may decide to cancel the bidder from its empanelment.
- h) Bidder code of conduct is attached for required compliance as **Annex "G"**.

22. Rejection of the Bid

The Bid is liable to be **rejected** if:

- a) The document doesn't bear signature of authorized person.
- b) It is received through E-mail or whatsapp etc.
- c) If the bid is submitted without or less or not in required shape/type the bid security deposit.
- d) It is received after expiry of the due date and time stipulated for bid submission. This also applicable if the bid is late delivered by postal or courier service.
- e) If the bidder fails to submit the samples within the given date & time and on the given location.
- f) If the bidder fails to sign the contract or does not accept the letter of award/Purchase Order.
- g) Incomplete Bids, including non-submission or non-furnishing of requisite documents / Conditional Bids / Bids not conforming to the terms and conditions stipulated in this tender document are liable for rejection by the NRSP.

23. Modifications and Withdrawal of Bids

Bids once submitted will be treated, as final and no further correspondence will be entertained on this.

- a) No bid will be modified after the deadline for submission of bids.
- b) No bidder shall be allowed to withdraw the bid, if the bidder happens to be a successful bidder.

24. Bid Opening and Evaluation

- a) The Purchaser will open the bids, in the presence of Bidder's representative(s) who choose/authorized to attend, at the time and date mentioned in Bid document at the address mentioned at bidding details.
- b) The bidder's representatives who are present shall sign the sheet evidencing their attendance. In the event of the specified date of bid opening being declared a holiday for Purchaser, the bids shall be opened at the appointed time and place on next working days.

- c) Bidders satisfying the technical requirements as determined by the Purchaser and accepting the Terms and Conditions of this document shall be short-listed.
- d) Decision of the Purchaser in this regard shall be final and binding on the bidders.
- e) The contract will be awarded only to the successful responsive bidders.
- f) NRSP reserves the right to negotiate with Second, third bidder etc. if successful bidder is not able to supply the kits and his bid security/performance security will be forfeited.

25. Clarifications of Bids

To assist in the examination, evaluation and comparison of bids the Purchaser may, at its discretion, ask the bidder for clarification. The response shall be in writing and no change in the substance or price of the bid shall be sought, offered or permitted.

26. Purchaser's Right to Accept or Reject Any Bid or All Bids

The Purchaser reserves the right to accept or reject any bid and annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the ground for the Purchaser's action.

27. Governing Laws and Disputes

All disputes or differences whatsoever arising between the parties out of or in relation to the meaning and operation or effect of these Tender Documents or breach thereof shall be settled amicably. If however the parties are not able to solve them amicably, the same shall be settled by arbitration in accordance with the applicable Pakistani Laws, and the award made in pursuance thereof shall be binding on the parties. The Arbitrator/Arbitrators shall give a reasoned award.

28. Placement of Order and Acceptance

The bidder shall give acceptance of the order placed on it within 3 days from the date of order, failing which, the Purchaser shall have right to cancel the order.

29. Authorized Signatory

The bidder should indicate the **authorized officials from their organization** who can discuss, correspond, sign agreements / contracts, raise invoice and accept payments and also to correspond. The bidders should **furnish proof of signature of the authorized personnel** for above purposes as required by the NRSP.

30. Appeals

Bidders believing that they have been harmed by an error or irregularity during the award process may file a complaint to NRSP at complaints@nrsp.org.pk only. Any complaint or grievance would be considered on any other email or form.

Details and Specifications for Lot#1 Beautician kit

Sr. #	Details of Items	Qty in Each Kit	Total Number of Kits
1	Beautician Chair with single color screen print logo of NPGP/NRSP of size 2" x 4"	1 Each	125 Kits
2	Mirror 3ft x 2-1/2ft x 5mm thick with side wooden frame	1 Each	
3	Electric hair dryer 1000W	1 Each	
4	Makeup Kit complete big size for beauty parlor	1 Kit	
5	Facial Kit complete	1 Kit	
6	Hair straighter machine	1 Each	
7	Brush Pack with different sizes of brushes for makeup	1 Set	
8	Various types of Scissors for hair cutting	3 Each	
9	Bag for Tool Kit, made of thick Parachute with handles, four color logo of NPGP/NRSP of size 6" x 8" (size should be enough to accommodate item#3 to 8)	1 Each	

Details and Specifications for Lot#2 Hand Embroidery kit

Sr. #	Details of Items	Qty in Each Kit	Total Number of Kits
1	Hand Embroidery Needle Packet 7cm Large Size at least 12 pcs/pack	1 Pack	152 Kits
2	Hand Embroidery Needle Packet 5cm Large Size at least 12 pcs/pack	1 Pack	
3	Frame wooden 12 inch dia	2 Each	
4	Frame wooden 6 inch dia	2 Each	
5	Silk thread (Colourful) 12 Lachi per pack	2 Pack	
6	Abreshum thread (12 color) 500 Gram	1 Pack	
7	Thread Round (Different color) 500 Gram	1 Pack	
8	Abreshum thread 5 color 500 Gram	1 Pack	
9	Sitara Golden 100 gram pack	1 Pack	
10	Sitara Silver 100 gram pack	1 Pack	
11	Nug Mix color 200 gram Pack	1 Pack	
12	Chader Japani size 4ft x 8ft	3 Each	
13	Crayon Color 12 / pack medium size	1 Pack	
14	Pen Ballpoint blue 12/pack	1 Pack	
15	Bag for Tool Kit, made of thick Parachute with handles, four color logo of NPGP/NRSP of size 6" x 8" size should be enough to accommodate all the above items	1 Each	

Details and Specifications for Lot#3 Motorbike Repairing kit

Sr. #	Details of Items	Qty in Each Kit	Total Number of Kits
1	Screw driver full rod (flat) 4",6",10",12" set of 04 pieces.	1 Set	50 Kits
2	Screw driver full rod (+) 10"	1 Each	
3	Ring spanner set of 8 pieces (6-22mm)	1 Set	
4	Combination spanner set of 12 pieces(6-24mm)	1 Set	
5	T. Spanner set of 8 pieces (8-17mm)	1 Set	
6	Nose plier 6"	1 Each	
7	Grip plier 8"	1 Each	
8	Cutter plier 6"	1 Each	
9	Steering spanner set of two pieces (china brand & cd-70 honda)	1 Set	
10	Magnet puller	1 Each	
11	Magnet holder (universal)	1 Each	
12	Tappet adjusting key set of two (1+1 cd 70 & cg 125)	1 Set	
13	L. Key set of 10 pieces.	1 Set	
14	Plug Opener/Socket 16mm	1 Each	
15	Hammer Medium size	1 Each	
16	Adjustable Wrench 12"	1 Each	
17	Bag for tool kit made of Green Canvas with handles size should be enough to accommodate item#1 to 16 (complete) of the Kit with four color logo of NPGP/NRSP as provided in size 6" x 8"	1 Each	

Details and Specifications for Lot#4 Tailoring/Dress Designing kit

Sr. #	Details of Items	Qty in Each Kit	Total Number of Kits
1	Sewing Machine double chall complete with handle, Electric Motor complete, made with new parts and standard tool box with four color logo of NPGP/NRSP of size 2" x 4"	1 Each	478 Kits
2	Machine Chowki wooden with one drawer	1 Each	
3	Iron 1000 Watt	1 Each	
4	Tailor's Scissor 8"	1 Each	
5	Measuring Tape	1 Each	
6	Tailoring Chalk	4 Each	
7	Thread (goti) of different colors 12/pack	2 Packs	
8	L Squar for tailors	1 Each	
9	Machine oil 50ml bottle	1 Each	

Annex B**Delivery Details**

Quantity Of Toolkits Against Trades (District wise Detail)					
Sr. No	Name of Training/ Trade	Total	Thatta	Sujawal	Badin
1	Beautician Training	125	50	-	75
2	Hand Embroidery Training	152	32	50	70
3	Motor Bike Repairing	50	25	-	25
4	Tailoring / Dress Designing	478	128	200	150
Total:		805	235	250	320

Note: Complete delivery address with contact person details will be shared with shortlisted bidder.

Undertaking/Declaration of Eligibility

(SHOULD BE SUBMITTED ON RS.100- STAMP PAPER DULLY ATTESTED BY NOTARY PUBLIC)

In the response to your Tender# NPGP/Sindh/TVST Kits/RQ-1951, I/We, the undersigned, hereby declare that:

- Our bid is valid till May, 2025 from the last date for the submission.
- We agree to adhere to all of the terms and conditions as given in the tender documents of the NRSP and other documents as provided in the tender documents.
- We confirm that we are not engaged in any corrupt, fraudulent, collusive or coercive practices and acknowledge that if evidence contrary to this exists, NRSP reserves the right to reject our bid or terminate the contract with immediate effect.
- We are not bankrupt or being wound up, are having our affairs administered by the courts, have not the subject of proceedings concerning those matters, or are in any analogous arising from the a procedure provided for in national legislation or regulations.
- We have not been convicted of an offence concerning professional conduct by any judgment.
- We have not been guilty of grave professional misconduct proven by any means which the NRSP can justify.
- We have fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with legal provision the country in which we are established or with those of the country where the contract is to be performed.
- Have no relation, direct or indirect, with proscribed individual/entities/political exposed person/s or terrorists organizations.
- Not or never prosecuted under Schedule 4 of the proscribed persons under NACTA for AML/CFT.
- We have not been the subject of the judgment for any fraud, corruption, involvement in criminal/terrorist organization or any other illegal activity detrimental to Pakistani Law.
- I/We as sole proprietorship, authorized dealers, Association of Persons (AOP), partnership firms, private or public limited companies or other do not have any kind of relationship with the NRSP Staff; and if later my this statement is not found in conformity with reality i.e. relationship is found, I would stand liable to NRSP as per the rules mentioned in the tender documents.
- Are not guilty of serious misinterpretation in supplying information.
- Are not in situations of conflict of interest (with prior relationship to project or family or business relationship to parties in NRSP).
- Have no relation, direct or indirect, with any terrorist or banned organizations.
- Are not blacklisted by any Local/International organization, PPAR, SPPRA, Government/semi Government department, NGO or any other company/organization.
- Have no relation, direct or indirect, with proscribed individual/entities/political expose person(s).
- Are not on any list of sanctioned parties issued by the Pakistan Government, DIFD, USAID, UN agencies, UNSCR, NACTA, European Union and others.
- Have not been reported for/under litigation for child abuse.

Full official Name: _____
CNIC No: _____
Name of Company: _____
Signature: _____
Company Stamp: _____

Covering Letter

To:

Procurement Committee,
National Rural Support Programme,
IRM Complex, 7th Sunrise Avenue, Park Road,
Near COMSATS University,
Islamabad.
Tel: (92-51) 8746170-73

Subject: Submission of Bid Tender# NPGP/Sindh/TVST Kits/RQ-1951

Sir,

We, the undersigned, offer to supply the different kits to NRSP, in accordance with your subject tender. We are hereby submitting our bid.

Our bid is binding upon us and valid till May, 2025 from the last date of submission of bids and subject to the modifications resulting from Contract negotiations. We understand that NRSP may accept or reject our proposal without giving any reason.

We understand you are not bound to accept any Proposal you receive.
We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Email:

Contact Cell No.:

Tender# NPGP/Sindh/TVST Kits/RQ-1951

TECHNICAL BID FORM

Contract Title: Procurement of Different Technical and Vocational Kits

This form must be filled in by Company's Owner or Legal Representative. This form must be duly filled as per required information.

Please attach the evidence documents which proves the declared figures in Technical Bid Form

1 Bidder's Profile				
NAME OF COMPANY				
ABBREVIATION				
TYPE OF COMPANY (√ or X)	Public Limited Co	Private Limited Co	AOP	Others
IF OTHER SPECIFY				
COMPANY REGISTRATION No				
PLACE OF REGISTRATION				
DATE OF REGISTRATION				
NTN Registration Yes <input type="checkbox"/> No <input type="checkbox"/>		STRN/Registration Yes <input type="checkbox"/> No <input type="checkbox"/>		
NTN Registration #		STRN Registration #		
On Active Tax Payer List FBR Portal Yes <input type="checkbox"/> NO <input type="checkbox"/>				
COMPANY ADDRESS	HEAD OFFICE		BRANCH OFFICE	
TOWN/ CITY				
COUNTRY				
PHONE No				
E-MAIL				
Company's Owner or Authorized Representative for this Tender:				
Complete Name (Business Owner)				
CNIC Number (Business Owner)				
Full Name of 3 Key Representatives of Company:	Name	Position/Designation	Mobile Number	

Tender# NPGP/Sindh/TVST Kits/RQ-1951

2. Bidder's Bank Accounts Details

	Bank 1	Bank 2	Bank 3
BANK NAME			
BRANCH ADDRESS			
TOWN/CITY			
COUNTRY			
BANK ACCOUNT TITLE			
ACCOUNT NUMBER			
IBAN			

3. Past Experience of Supply of such kits (Please attach the evidence documents)

Lot and Lots Details	Tick the Lot or Lots for which you Applied <input checked="" type="checkbox"/>
Lot NO. 1, (Beautician Kit)	
Lot NO.2 (Hand Embroidery)	
Lot NO.3 (Motorbike Repairing)	
Lot NO.4 (Tailoring/Dress Designing Kit)	

I undersigned, certify that I am the designated legal representative of this Company, the information provided above is correct and I am aware of the fact that I will be held responsible for providing false information. I declare and certify that the information above is true and accurate to the best of my knowledge.

I understand and accept any false or inaccurate information may result in the cancellation of bid, even if discovered later.

Tender# NPGP/Sindh/TVST Kits/RQ-1951

Note: The incomplete technical form will subject to the disqualification from the tender process. Each portion of the technical bid form needs to be filled properly with accurate information as required and supporting documents/ profile should be attached for the verification of the information shared in the technical bids form.

Name:

Signature & Stamp:

Position:

Date: DD MM YY

Details and Specifications for Lot#1

Beautician kit

Annex F1

Sr. #	Details of Items	Qty in Each Kit	UoM	# of Kits Tentative	Total Required Qty	Unit Rate (Rs) with all applicable taxes Incl GST	Total Amount (Rs)
1	Beautician Chair with single color screen print logo of NPGP/NRSP of size 2" x 4"	1	Each	125	125		
2	Mirror 3ft x 2-1/2ft x 5mm thick with side wooden frame	1	Each	125	125		
3	Electric hair dryer 1000W	1	Each	125	125		
4	Makeup Kit complete big size for beauty parlor	1	Kit	125	125		
5	Facial Kit complete	1	Kit	125	125		
6	Hair straighter machine	1	Each	125	125		
7	Brush Pack with different sizes of brushes for makeup	1	Set	125	125		
8	Various types of Scissors for hair cutting	3	Each	125	375		
9	Bag for Tool Kit, made of thick Parachute with handles, four color logo of NPGP/NRSP of size 6" x 8" (size should be enough to accommodate item#3 to 8)	1	Each	125	125		
Total Amount of Bid of Beautician Kit Lot#1 PKR							
Bid Amount for Each Kit with all taxes and delivery charges till destination PKR							

Prices are with all applicable taxes	Yes/No
Delivery time of complete kit on all destinations/locations:	2-3 Weeks
Rates are valid till may 2025 from the date of submission.	Yes/No

Signature	
Name (Tenderer's Representative)	
Designation:	
Date:	
Tenderer's Official Stamp	



National Rural Support Programme

Details and Specifications for Lot#2 Hand Embroidery kit

Annex F2

Sr. #	Details of Items	Qty in Each Kit	UoM	# of Kits Tentative	Total Required Qty	Unit Rate (Rs) with all applicable taxes Incl GST	Total Amount (Rs)
1	Hand Embroidery Needle Packet 7cm Large Size at least 12 pcs/pack	1	Pack	152	152		
2	Hand Embroidery Needle Packet 5cm Large Size at least 12 pcs/pack	1	Pack	152	152		
3	Frame wooden 12 inch dia	2	Each	152	304		
4	Frame wooden 6 inch dia	2	Each	152	304		
5	Silk thread (Colourful) 12 Lachi per pack	2	pack	152	304		
6	Abreshum thread (12 color) 500 Gram	1	pack	152	152		
7	Thread Round (Different color) 500 Gram	1	Pack	152	152		
8	Abreshum thread 5 color 500 Gram	1	pack	152	152		
9	Sitara Golden 100 gram pack	1	Pack	152	152		
10	Sitara Silver 100 gram pack	1	Pack	152	152		
11	Nug Mix color 200 gram Pack	1	Pack	152	152		
12	Chader Japani size 4ft x 8ft	3	Each	152	456		
13	Crayon Color 12 / pack medium size	1	Pack	152	152		
14	Pen Ball point blue 12/pack	1	Pack	152	152		
15	Bag for Tool Kit, made of thick Parachute with handles, four color logo of NPGP/NRSP of size 6" x 8" size should be enough to accommodate all the above items	1	Each	152	152		
Total Amount of Bid of Hand Embroidery Kit Lot#2 PKR							
Bid Amount for Each Kit with all taxes and delivery charges till destination PKR							

Prices are with all applicable taxes	Yes/No
Delivery time of complete kit on all destinations/locations:	2-3 Weeks
Rates are valid till May 2025 from the date of submission.	Yes/No

Signature	
Name (Tenderer's Representative)	
Designation:	
Date:	
Tenderer's Official Stamp	

Details and Specifications for Lot#3 Motorbike Repairing kit

Annex F3

Sr. #	Details of Items	Qty in Each Kit	UoM	# of Kits Tentative	Total Required Qty	Unit Rate (Rs) with all applicable taxes Incl GST	Total Amount (Rs)
1	Screw driver (flat), full Rod 4",6",10",12" set of 04 pieces.	1	Set	50	50		
2	Screw driver full Rod (+) 10"	1	Each	50	50		
3	Ring spanner set of 8 pieces (6-22mm)	1	Set	50	50		
4	Combination spanner set of 12 pieces(6-24mm)	1	Set	50	50		
5	T. Spanner set of 8 pieces (8-17mm)	1	Set	50	50		
6	Nose plier 6"	1	Each	50	50		
7	Grip plier 8"	1	Each	50	50		
8	Cutter plier 6"	1	Each	50	50		
9	Steering spanner set of two pieces (china brand & cd-70 honda)	1	Set	50	50		
10	Magnet puller	1	Each	50	50		
11	Magnet holder (universal)	1	Each	50	50		
12	Tappet adjusting key set of two (1+1 cd 70 & cg 125)	1	Set	50	50		
13	L. Key set of 10 pieces.	1	Set	50	50		
14	Plug Opener/Socket 16mm	1	Each	50	50		
15	Hammer Medium size	1	Each	50	50		
16	Adjustable Wrench 12"	1	Each	50	50		
17	Bag for tool kit made of Green Canvas with handles size should be enough to accommodate item#1 to 16 (complete) of the Kit with four color logo of NPGP/NRSP as provided in size 6" x 8"	1	Each	50	50		
Total Amount of Bid of Motorbike repairing Kit Lot#3 PKR							
Bid Amount for Each Kit with all taxes and delivery charges till destination PKR							
Prices are with all applicable taxes			Yes/No				
Delivery time of complete kit on all destinations/locations:			2-3 Weeks				
Rates are valid till May 2025 from the date of submission.			Yes/No				

Signature	
Name (Tenderer's Representative)	
Designation:	
Date:	
Tenderer's Official Stamp	

Details and Specifications for Lot#4 Tailoring/Dress Designing kit

Annex F4

Sr. #	Details of Items	Qty in Each Kit	UoM	# of Kits Tentative	Total Required Qty	Unit Rate (Rs) with all applicable taxes Incl GST	Total Amount (Rs)
1	Sewing Machine double chall complete with handle, Electric Motor complete, made with new parts and standard tool box with four color logo of NPGP/NRSP of size 2" x 4"	1	Each	478	478		
2	Machine Chowki wooden with one drawer	1	Each	478	478		
3	Iron 1000 Watt	1	Each	478	478		
4	Tailor's Scissor 8"	1	Each	478	478		
5	Measuring Tape	1	Each	478	478		
6	Tailoring Chalk	4	Each	478	1912		
7	Thread (goti) of different colors 12/pack	2	Pack	478	956		
8	L Squar for tailors	1	Each	478	478		
9	Machine oil 50ml bottle	1	Each	478	478		
Total Amount of Bid of Tailoring / Dress Designing Kit Lot#4 PKR							
Bid Amount for Each Kit with all taxes and delivery charges till destination PKR							
Prices are with all applicable taxes			Yes/No				
Delivery time of complete kit on all destinations/locations:			2-3 Weeks				
Rates are valid till May 2025 from the date of submission.			Yes/No				

Signature	
Name (Tenderer's Representative)	
Designation:	
Date:	
Tenderer's Official Stamp	

Code of Conduct and Ethics

(Non-Employee, consultants, vendors and third parties)

Upholding ethical standards protects the integrity, fairness, and transparency of the procurement process.

As a consultant/Vendor professional objective is to assist NRSP to add value to their enterprise, whether that enterprise takes the form of a business, a not-for-profit organization or any element of government.

As a consultant/vendor requires adherence to this Code of Conduct and Ethics as a condition of relation. All consultants/vendors have pledged to abide by the NRSP's Code of Conduct and Ethics and their voluntary adherence to the Code signifies the self-discipline of the profession.

All individuals (non-employees) contracted or functionally related to NRSP, including executing entities and third-party vendors:-

1. Will serve NRSP with integrity, competence, objectivity, independence and professionalism.
2. Will only accept agreements that they are competent to perform; and will only assign staff or engage colleagues with knowledge and expertise relevant to the agreement.
3. Before accepting any agreement will establish with NRSP realistic expectations of the objectives, scope, expected benefits, work plan and fee structure of the agreement.
4. Will treat all confidential NRSP information appropriately; will take reasonable steps to prevent access to confidential information by unauthorized people and will not take advantage of proprietary or privileged information, for use by them or others, without the NRSP's permission.
5. Will avoid conflicts of interest, or the appearance of such, and will disclose to NRSP immediately any circumstances or interests that they believe may influence their work, judgment or objectivity.
6. Will not contact NRSP during the any pre-solicitation or evaluation phase in which participated, unless NRSP contact for any information.
7. Will offer to withdraw from agreement when they believe their objectivity or integrity may be impaired.
8. Will inform NRSP immediately if there is any change in contact person, email, address, directors, release of any of his/her employee or any such information which could be necessary for NRSP record.
9. Will represent the profession with integrity and professionalism in their relations with NRSP, colleagues and the general public.
10. Will report to appropriate authorities within or external to NRSP organization any occurrences of malfeasance, dangerous behavior or illegal activities discovered during the course of an agreement.
11. Will not offer commissions, gift, bribe, remuneration, or other benefits from himself or from a third party in connection with any agreement to NRSP, and will disclose in advance any financial interests.
12. Will promote adherence to the Code of Conduct and Ethics by all other staff working on their behalf.
13. Strive to treat all persons of NRSP with respect and courtesy in accordance with applicable international and national conventions and standards of behavior;
14. Never intentionally commit any act or omission that could result in physical, sexual or psychological harm to the beneficiaries we serve, or to their fellow workers;
15. Not condone or intentionally participate in corrupt activities or illegal activities. While respecting and adhering to these broader frameworks of behavior,
16. Shall not harass, discriminate, or retaliate against any other consultant/vendor or any member of society.
17. Shall make themselves available and fully participate in all administrative inquiries with completely honesty.
18. No NRSP employees shall solicit anything of value from a citizen or business for services that the NRSP is expected to provide.
19. Shall not remove NRSP property from its assigned place for personal use. Defacing or destroying NRSP property is vandalism and shall be dealt strictly.
20. Will not permit considerations of race, gender, nationality, religion, politics, sexual orientation or social status to influence professional behavior or advice.
21. Will be respectful of those whose wellbeing may be contingent. Will diligently apply objective judgment to all consulting agreements, based on the best information available. Will conduct independent research and analysis where possible, and will consult with colleagues and others who can help inform the judgment.
22. Will not use any services, goods, materials, technology and/or equipment provided by or paid for by NRSP for illegal, inappropriate, or otherwise disruptive activities, or in support of such activities.
23. Shall not place or display non-official notices in NRSP premises without prior written approval from the appropriate authority.
24. Shall not possess unauthorized weapons, illegal drugs, or alcohol on NRSP premises.
25. Shall strictly follow the NRSP's workplace policies while on any NRSP premises.

This Code of conduct is not exhaustive and may not anticipate every situation which may morally, ethically, professionally, legally compromise the employees or NRSP interests. In this regard NRSP expects to use sound judgment. However, compliance with this Code is a mandatory obligation owed by all consultants, third party vendors etc. Breach of this Code or any requirements mentioned in these Rules will result in disciplinary action and may lead up to cancellation of work order/registration including legal action or other appropriate disciplinary actions.

Anti-Money Laundering and Anti-Terrorism Financing Policy

Policy

"It is the policy of the NRSP to prohibit and actively prevent money laundering and any activity that facilitates money laundering or the funding of terrorism or criminal activities" by complying with all applicable requirements under the **Anti-Money Laundering Act 2010** (Act No. VII of 2010 - an Act to provide for prevention of money laundering) and **Anti-Terrorism (Second Amendment) Act, 2014** and its implementation regulations. Recently under the national action plan and SECP regulations money laundering has been identified as a major cause for corruption and criminal activities. Therefore, NRSP is very sensitive to ensuring that our platform is not used for any such purposes.
